



## **JOB POSTING**

Title: Program Delivery Support Staff

Reports to: Coordinator Active Living Program

Position Status: Part-time, approximately 10 hours per week, flexible hours, evenings and weekends

Salary: \$15.46 per hour

Start Date: Immediately

Office Location: YMCA Centre for Immigrant Programs, 104-7071 Bayers Road, Halifax

*The YMCA of Greater Halifax/Dartmouth is looking for a dynamic, high energy individual to join our team as Active Living Delivery Support Staff at the Centre for Immigrant Programs.*

### **The YMCA Experience**

The YMCA of Greater Halifax/Dartmouth provides a wide range of services to newcomers. Our approach is to provide community based support that is inclusive, welcoming and accessible. Program Delivery Support Staff work in Active Living Program to assist with the delivery of ongoing activities and special events. The YMCA has established and regular times for Active Living activities. These include: Talking Circle language learning classes, information workshops, social events, fitness classes, recreation, as well as community connections events and outings. A regular work schedule is maintained. Occasionally schedules may change due to program changes or special events happening in the evenings or on the weekends. Part of the role of the Program Delivery Support staff is to help ensure activities are safe, inclusive, well attended and organized. Childminding during activities is a big part of this roll.

### **As YMCA Active Living Staff, you will:**

- Help plan and promote programming and activities
- Promote activities and recruit participants
- Assist during outings and special events
- Facilitate safe and engaging child-minding during Family Social, Information Sessions, Talking Circle classes, day trips, and other.
- Organize and present engaging games, recreation and activates for children between ages 2-12
- Set up program space and prepare for activities
- Clean up after activities

### **This job might be for you if you:**

- Have ability to co-lead programming in a culturally diverse group
- Be aware of activities, topics and events that are interesting to newcomers
- Have experience working with children in a group setting, leading physical activity sessions, games and activities that engage children in a positive, welcoming and accessible manner
- Demonstrated ability to develop good rapport with children and parents
- Have excellent communication skills and demonstrated ability to work positively with groups & individuals
- Demonstrate effective time management skills
- Express genuine interest in working with people of diverse ethnic and cultural backgrounds
- Multi lingual is an asset

*Note: Successful candidates are required to provide a current, satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid Standard First Aid training. Employees are required to attend Child Protection Training.*

### **Apply Today**

Please email your cover letter and resume in one document to [tim.keenan@halifax.ymca.ca](mailto:tim.keenan@halifax.ymca.ca)

Application **Deadline September 20, 2019** – No phone calls please – Only applicants considered for this position will be contacted.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.*